



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARTISAN CENTER INFORMATION SPECIALIST

Job Number: 20001570

Job Code: 81350V000101

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 11/16/2002

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Informs, interprets, researches, explains and markets Kentucky artisans and their products, the Kentucky Artisan Center at Berea and/or other Kentucky cultural heritage attractions and events to the public through exhibits and displays, multi-media presentations, artisan or arts programs, signage, kiosks, and/or other means available. Produces written and illustrated publications, brochures and advertisements, regional and national media releases, and direct mailings. May attend travel and other trade shows to promote Kentucky artisans and the Kentucky Artisan Center at Berea; performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in communications, public relations, marketing, journalism, museum studies, tourism, English, art, art education or related field.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in developing and implementing arts or crafts programs such as: festivals, workshops, exhibits, theatre programs and/or exhibits; marketing cultural heritage attractions or events; or feature or news-style writing for arts, crafts or tourism publications will substitute on a year-for-year basis for required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Contributes to the design, production, editing and distribution of marketing materials for Kentucky artisans and their products and the Kentucky Artisan Center at Berea. Works cooperatively with other arts and tourism agencies and organizations in marketing Kentucky artisans and their products. Explains and markets the Kentucky Artisan Center at Berea to school and adult groups and coordinates their visits to the Center. Contributes to the development and installation of arts, crafts and cultural exhibits and displays. Responsible for the development, coordination and promotion of educational programming including artist demonstrations, hands-on opportunities, musical performances, author readings, food tasting, etc. Assists in the selection of artisan products for sale at the Center and develops labels and tags for retail sale of products which educate the public about the artisan and/or the product. Develops, organizes, and maintains current information and archives on: Kentucky artisans, various arts/crafts and techniques used to create products, arts crafts events of interest to visitors, Artisan Center and artisan new clippings, image and multi-media archives, and other information and resources as needed. Collection of this information may involve attending events, visiting artisan studios, mailing and processing surveys, conducting interviews, and/or extensive phone work. Assist in the preparation and updating of information presented on Center's web page. Works cooperatively with other arts and tourism agencies and organizations, representing the Center and/or Kentucky artisans and their products.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public and interaction with other Artisan Center staff and tourism professionals. May involve some travel throughout the state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.